

國立中山大學圖書館閱覽規則

Regulations for the Access to the Library

114.10.29 本校 114 學年度第 1 學期第 5 次行政會議通過
Approved at the 5th Executive Meeting on October 29, 2025

第一條 國立中山大學圖書館（以下簡稱本館）為發揮大學圖書館功能，實踐大學社會責任，並保障入館讀者資源利用合理與公平性，及維護閱覽秩序，特訂定國立中山大學圖書館閱覽規則（以下簡稱本規則）。

I. These regulations are formulated to maximize the function of the University library, fulfill the University's social responsibilities, ensure patrons' reasonable and fair use of library resources, and maintain proper reading order.

第二條 本規則適用於圖書館轄下管制區域，包含館藏閱覽區、集思軒學習共享區，以及書香町自修室。

II. These regulations shall apply to all areas under the library's administration, including the reading areas, the Learning Plaza, and the Study Hall.

第三條 本館依公告開放時間開放讀者使用，各區域開放時間由圖書館另行公告。

III. The library shall be open to patrons during the announced hours, and the opening hours of each area shall be separately announced.

依政府規定應放假之紀念日、節日或宣佈應放假、停止上班日，本館亦不開放。

The library shall be closed on memorial days, public holidays, and additional days as announced by the government.

第四條 讀者應於本館公告開放時間，持下列本人有效證件入館閱覽：

IV. Patrons shall enter the library during the opening hours, with one of the following valid ID cards:

一、 本校核發之職員服務證、學生證、校友證。

1. an employee ID card, a student ID card, or an alumni ID card issued by the University

二、 本館核發之借書證件、校外讀者個人閱覽證或館際合作證件等。

2. a library card, a reading pass for external patrons, or a card for interlibrary patrons

三、 臨時閱覽證：

3. Day Pass

(一) 無前述校核發或館核發證件之讀者，應憑本人身分證、健保卡、駕照、護照或居留證，附有照片之個人有效證件換取。

- (1) Without one of the aforementioned ID cards, patrons shall deposit their valid ID card with a photo, such as National ID Card, National Insurance Card, driver's license, passport, or ARC in exchange for a day pass.

(二) 持臨時閱覽證入館讀者應妥善保管證件，並於離館時換回個人身分證件，若有遺失或折損，應立即向本館掛失，並繳交工本費新臺幣200元；未換回之證件，本館不負保管責任。

- (2) Patrons shall keep the day pass in good condition, and present it to retrieve their ID upon leaving. Patrons shall immediately

report to the library in the event of loss of or damage to the day pass, and pay a replacement fee of TWD 200; under such circumstances, the library shall assume no responsibility for safekeeping the patrons' ID.

第五條 校外人士得申辦校外讀者個人閱覽證，得持證於館藏閱覽區使用，兩年使用費新臺幣200元，證件工本費新臺台幣200元，首次申辦得免證件工本費，若證件遺失、毀損則需繳交證件工本費重新辦理。

V. External patrons may pay TWD 200 for a two-year reading pass to access the reading areas. The card fee of TWD 200 shall be waived for the initial application; however, the fee of TWD 200 shall be charged for reissuance in the event of loss of or damage to the reading pass.

第六條 各類閱覽證件應妥善保管並限本人使用，禁止轉借或交換，嚴禁持他人證件入館，違者依本館讀者行為違規處理要點處理。如有遺失，應立即通知本館掛失，並向原核發單位申請補發。

VI. Various library cards shall be properly kept and used only by the cardholder. Lending a card to, or exchanging it with, others shall be strictly prohibited, and any violation shall be handled in accordance with the University's *Guidelines on Handling Patrons' Violations*. In the event of loss, the holder shall notify the library immediately, and may apply to the responsible unit for reissuance.

第七條 未滿12歲之校外讀者入館閱覽須由年滿18歲者全程陪同；如有特殊情況得向本館申請，另案辦理。

VII. External patrons under the age of 12 wishing to enter the library shall be accompanied at all times by a person aged 18 or older. Exceptions may be granted from the library on a case-by-case basis.

第八條 圖書館之空間與館藏資源，以提供本校教職員生使用為優先，館方得視狀況限制其他身分讀者之使用權限；校友及校外人士僅可進入館

藏閱覽區，不得使用研討空間、集思軒學習共享區及書香町自修室等。

VIII. Library spaces and resources shall be primarily reserved for the University's faculty, staff, and students, and the access of other patrons may be restricted as necessary. Alumni and external patrons may be allowed to enter the reading areas, but shall not use research carrels, discussion rooms, the Learning Plaza, and the Study Hall.

第九條 館藏陳覽區採開架式管理之館藏，均可自由取閱，閱畢請歸回原位或置於指定位置；採閉架式管理或特殊類型館藏資料，須依本館相關規定申請調閱。

IX. Materials in the open collection shall be freely available, and shall be returned to their original location or placed in designated areas after use. Materials in the closed and special collection may be available through application in accordance with the library's relevant regulations.

一、一般圖書可供讀者憑證外借使用，未依規定完成借閱手續之圖書，不得攜出館外。

1. General books may be checked out by patrons with a valid ID card, and shall not be carried out of the library without following the proper procedure.

二、參考工具書、學位論文、現期及合訂本期刊、統計資料、教師指定參考書等特殊類型資源，僅限館內閱覽。

2. Special resources, including reference materials, master's theses and doctoral dissertations, current and bound periodicals, statistical data, and reference books reserved at the request of faculty, shall be only available for use in the library.

三、經本館認定為特藏資料者，由本館闢專室度藏，並依相關規定限制參閱、重製，其使用要點由圖書館另訂之。

3. Special collections designated by the library shall be stored in a dedicated room, and access to and duplication of these materials shall be restricted in accordance with relevant regulations. Guidelines on accessing these collections shall be formulated separately by the library.

第十條 讀者須尊重智慧財產權，並依相關規定使用館藏，如有違反，應由讀者自負法律責任。

- X. Patrons shall adhere to intellectual property rights and use the library's materials in accordance with relevant regulations. Any violation shall result in legal consequences.

第十一條 本館設有臨時置物櫃供讀者暫放不便攜入館之物品，讀者離館前應自行取回，否則將於隔日開館後視同廢棄物予以移置或清理，本館不負保管責任。

- XI. Lockers are provided for patrons to store their belongings that cannot be carried into the library. The library shall assume no responsibility for safekeeping the items. Patrons shall remove their belongings when leaving the library; otherwise, the library may remove or discard the items during the opening hours of the following day.

第十二條 讀者離開圖書館管制區域時，若無法正常通過安全系統，且館方對攜出物品有疑慮，得要求說明查看，需予以配合。非開放時間，讀者不得滯留於館藏閱覽區及各自習空間。

- XII. Patrons may be required to undergo inspection or provide explanations before leaving the library if they cannot pass through the control gate or their belongings raise concerns for the library. Additionally, patrons shall

leave the library before it closes and shall not stay during closing hours.

第十三條 讀者應遵守本館各項規定，以維護館內閱覽環境品質，如有違規或危及館舍、館藏、設備資源或人身安全者，館方得制止或排除之，並依國立中山大學圖書館讀者行為違規處理要點懲處。

XIII. The library's regulations shall be followed to maintain an appropriate reading environment. Patrons who violate these regulations or endanger the premises, collections, equipment, or personal safety may be stopped or removed from the premises, and disciplinary actions shall be imposed in accordance with the University's *Guidelines on Handling Patrons' Violations*.

第十四條 本辦法經行政會議通過並陳請校長核可後實施，修正時亦同。

XIV. These regulations are approved by the Executive Meeting and the President before implementation. Amendments to these regulations shall follow the same procedure.